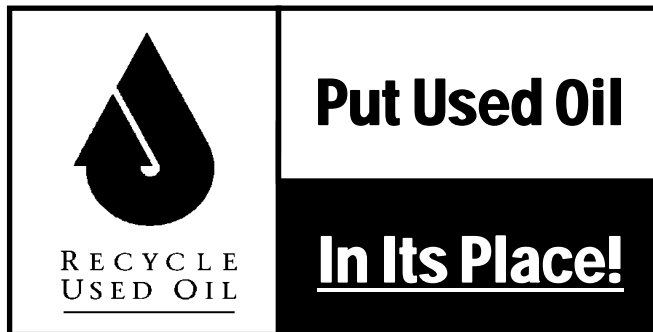


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# **SAN MATEO COUNTY USED OIL / OIL FILTER RECYCLING PROGRAM**

## **COLLECTION CENTER GUIDELINES**



**1-800-CLEAN-UP**

**Funded by the California Integrated Waste Management Board**

## **GUIDELINES FOR PARTICIPATING IN THE USED OIL AND OIL FILTER COLLECTION PROGRAM**

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1. Collection centers must be located within the boundaries of San Mateo County.
2. Accept used oil and oil filters from the public at no charge.
3. No person can deposit more than twenty used oil filters or gallons of oil at any one time. Oil containers cannot be larger than five gallons in size.
4. Refer persons who have used oil suspected of being contaminated to the household hazardous waste appointment line, (650) 363-4718, [www.smhealth.org/hhw](http://www.smhealth.org/hhw)
5. Display one or more Used Oil Collection signs provided by the County in a location easily readable from a public street unless posting in a different location has been requested in writing and approved by the County.
6. Maintain written procedures describing methods used to prevent the acceptance of contaminated used motor oil.
7. The County may use your business name, address and telephone number in multimedia advertising unless you indicate otherwise.
8. Operate your center in compliance with all Federal, State and Local laws and regulations.
9. Submit claims and customer log sheets for the used oil and used oil filters collected at the end of each quarter if you are requesting reimbursement.
10. Retain your records regarding the Used Oil Collection Program for at least three years.
11. Provide access to the County to examine books, records, and operation to determine compliance with County guidelines regarding used oil and filter collection.
12. Should you choose to cease operation of your collection center, notify the County thirty days prior.

# **COMMON QUESTIONS REGARDING USED OIL COLLECTION CENTER RECORDKEEPING, SCOPE AND APPLICABILITY**

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## **SCOPE AND APPLICABILITY**

***Is this arrangement transferable to new operators of an existing Used Oil Collection Center?***

No. The arrangement is not transferable or assignable to any other person. It is issued to a specific operator for a Used Oil Collection Center for a specific location. The operator of a Used Oil Collection Center should notify the County within thirty days prior to operator change or closure of the facility operation.

***May a person withdraw from taking part as an authorized Used Oil Collection Center?***

Yes. An operator of a Used Oil Collection Center may choose to cease operation at any time; however, the County does request a notice of cessation 30 days prior.

***What must I do with the Used Oil Collection signs once I have received them?***

The certification signs must be posted in locations easily readable from a public street.

***What if local zoning ordinances do not permit posting of the signs provided by the County?***

Where local zoning ordinances do not permit posting of the signs provided by the County, the Used Oil Filter Collection Center operator can submit a request to the County describing how the center will meet these requirements



## REIMBURSEMENT PROCEDURES FOR USED OIL AND OIL FILTERS

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- How:** Mail copies of both disposal invoices and customer logs for each payment period to the address listed below. Expect three to four weeks for payment to arrive. Inquiries should be made to:  
**Ana Clayton 650-372-6214**
- Where:** San Mateo County  
Environmental Health  
Attention: Ana Clayton  
2000 Alameda de las Pulgas, Suite 100  
San Mateo, CA 94403
- What:** Required documentation
- 1) Used Oil Recycling Incentive Payment/Claim Report
  - 2) Oil and filter invoices/receipts
  - 3) Copy of customer log sheets
- When:** Submit all required documentation at the end of each quarter:
- 1<sup>st</sup> quarter, end March 31
  - 2<sup>nd</sup> quarter, end June 15
  - 3<sup>rd</sup> quarter, end September 30
  - 4<sup>th</sup> quarter, end December 31

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### Limits for Reimbursement

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#### Used Oil

The County will reimburse the participant up to \$65 for each waste oil pickup, up to a maximum of three pickups per quarter, plus \$15 for each chlor-d-tect test.

#### Used Oil Filters

The County will reimburse the participant for one 55-gallon drum of oil filters per quarter at up to \$75.00. Each 55-gallon drum holds approximately 250 filters. If customer logs indicate higher/lower quantities of filters collected, the County will re-evaluate these reimbursement amounts and notify the applicant.

#### Marinas

In addition to the used oil and used oil filter amounts listed above, marinas are eligible to be reimbursed for absorbent processing and pickup/exchange services at \$286.00 per quarter. Pickup only reimbursement is \$169.00.

## **PROGRAM CONTACTS**

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Ana Clayton, Used Oil.....	650-372-6214
Sarah Pratt, Used Oil.....	650-372-6245
Elizabeth Rouan, Household Hazardous Waste.....	650-655-6206
Environmental Health, General Information .....	650-372-6200
Fax.....	650-627-8244

## **COMPANIES PROVIDING WASTE OIL, USED OIL FILTER AND WASTE ANTIFREEZE DISPOSAL & RECYCLING SERVICES**

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This is a partial list intended to serve as a reference only. San Mateo County does not endorse businesses listed below. The use of a qualified company not listed is acceptable.

**All Petroleum Recovery Service**  
255 Kent Road  
Pacifica, CA 94044  
(650) 359-0469

**North Valley Oil Company**  
3641 Lisbon Drive  
San Jose, CA 95132  
(408) 945-7762

**ANS Environmental Services**  
1820 E. Whitmore Ave  
Ceres, CA 95307  
(510) 839-4234

**Evergreen Environmental Services**  
6880 Smith Avenue  
Newark, CA 94560  
(800) 972-5284

**Clearwater Environmental Mgt.**  
PO Box 2407  
Union City, CA 94587-2407  
(800) 499-3676  
Fax (510) 476-1786

**Waste Oil Recovery Systems**  
6401 Leona Street  
Oakland, CA 94605  
(510) 533-0751

**RCA Oil Recovery**  
5774 Dichondra Place  
Newark, CA 94560  
(510) 794-5632

## **COMPANIES THAT PROVIDE BARREL RECONDITIONING & RECYCLING**

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**Container Management**  
21301 Cloud Way  
Hayward, CA 94545  
(510) 786-9762  
(800) 406-9377 (for pickup)

**Capital Drum**  
749 Galleria Blvd  
Roseville, CA 95678  
(916) 781-2775



# SAN MATEO COUNTY

## Guidelines and Procedures to Dispose of Abandoned Waste

### Definition of an Abandoned Residential Waste:

Known/labeled Hazardous and/or Universal Waste abandoned by a resident, usually in the public right of way or a large unattended area, such as a parking lot or roadside.

### Abandoned Waste Guidelines:

The County's Household Hazardous Waste Program (HHW) will accept abandoned residential waste from partner agencies, only *after* a drop-off appointment is scheduled. The waste shall be transported to HHW by the agency in their vehicle or by contracting with a registered waste hauler. If the agency is self-transporting, they may not transport more than 27 gallons or 220 lbs. per vehicle. Larger volumes will require a registered waste hauler or contact HHW for other options.

**Note:** Agencies utilizing a registered waste hauler must comply with hazardous waste transport regulations, including manifest requirements.

### Abandoned Waste Drop-off Procedures:

1. To schedule a drop-off appointment, fill out a Drop-off Request form (see next page).
2. Itemize the types of abandoned waste left at your facility that you will be disposing of at the HHW facility and choose a drop-off date on the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of each month.
3. Fax or email the form to the HHW contact below.
  - Within 72 hours, HHW will contact you by phone or fax to confirm the drop-off date, time, and location
4. Bring the abandoned waste to the HHW facility on the scheduled drop-off date.

**CONTACT:** Wes Won, Hazardous Materials Specialist  
Phone: (650) 655-6217  
Fax Number: (650) 525-9148  
Email: [wwon@co.sanmateo.ca.us](mailto:wwon@co.sanmateo.ca.us)

**DROP-OFF TIME & LOCATION:** The 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, 10am-2pm  
32 Tower Road, San Mateo 94402

### HHW cannot accept the following wastes:

- Tires
- Asbestos
- Radioactive waste
- Electronic waste & appliances
- Explosives, fireworks, or ammunition
- Prescription medicines, infectious, medical or sharps waste
- Compressed gas cylinders (except propane no larger than 5 gallons)
- Waste in containers greater than 5 gallons (i.e. no drums)



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Fax or email to: Wesley Won at (650) 525-9418 or [wwon@co.sanmateo.ca.us](mailto:wwon@co.sanmateo.ca.us)

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Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

List of Abandoned Waste to drop-off		
Date Abandoned on Site	Volume (lbs. or gallons)	Type of Waste

Desired Drop-off Date (remember: only the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of the month):

\_\_\_\_\_

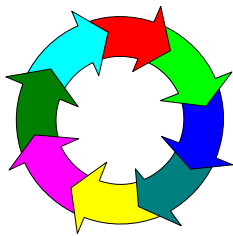
***HHW Use Only:***

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Date/Location Scheduled: \_\_\_\_\_ / \_\_\_\_\_

Date Agency Contacted: \_\_\_\_\_





## **HAZARDOUS WASTE RECYCLING & DISPOSAL FOR SAN MATEO COUNTY RESIDENTS**

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The County of San Mateo operates a countywide drop-off program for the general public to safely dispose of their hazardous waste. Residents interested in participating in the program must call to schedule an appointment for the drop-off.

Some of the following common wastes accepted are:

- **Used motor oil**
- **Cleaners**
- **Contaminated motor oil**
- **Mercury containing devices**
- **Oil Filters**
- **Paint**
- **Gasoline**
- **Poisons**
- **Transmission Fluid**
- **Solvents**
- **Batteries**
- **Fluorescent tubes**
- **Carburetor cleaner**
- **Fire extinguishers**
- **Garden Chemicals**
- **Up to 5 gallon propane tanks**

For disposal information, please refer customers to contact the County's Hazardous Waste Disposal and recycling Program at:

**(650) 363-4718**  
**[www.smhealth.org/hhw](http://www.smhealth.org/hhw)**

## RECYCLING INCENTIVE PAYMENT/CLAIM REPORT

### Claimant Information

### Reporting Period

- |                                    |   |
|------------------------------------|---|
| 1. Name of Collection Center _____ | <input type="checkbox"/> <b>Jan 01 – Mar 31</b>   |
| 2. Mailing Address _____<br>_____  | <input type="checkbox"/> <b>Apr 01 – Jun 15</b><br><input type="checkbox"/> <b>June 16 – Sep 30</b> |
| 3. Contact Person _____            | <input type="checkbox"/> <b>Oct 01 – Dec 31</b>   |
| 4. Telephone Number _____          |   |

Email (Optional) \_\_\_\_\_ (for Quarterly Reminder)

### Disposal Information

- |  |          |
|--|----------|
| 5. Number of used oil pick-ups this period _____<br>(limit 3 haulings per quarter, up to \$65 each, \$15 for chlor-d-TECT)                   | \$ _____ |
| 6. Number of used oil filter pick-ups this period _____<br>(limit 1 drum per quarter, up to \$75)  | \$ _____ |
| 7. Number of absorbent pick-ups this period _____<br>(limit 1 drum per quarter \$286/with pad exchange, \$169 without, <b>marinas only</b> ) | \$ _____ |
| 8. Number of Customer Collection Logs sent in this period _____  |          |
| 9. Total reimbursement request this period   | \$ _____ |

### Declarations and Signatures

10. I certify under penalty of perjury that the information contained in this claim/report including attached copies of invoices, manifests, and modified manifests receipts, is true and correct, and that no other claim has been submitted on this used oil to the best of my knowledge.

\_\_\_\_\_  
*Signature of Authorized Representative*

Date \_\_\_\_\_

\_\_\_\_\_  
*Print name and title of signage authority*